

Security Through Knowledge

DEFENSE SECURITY SERVICES

Academy Catalog

DSS Academy
938 Elkridge Landing Road
Linthicum, Maryland 21090

www.dss.mil/training

May 2001



WELCOME FROM THE DIRECTOR



The dedicated and highly trained staff of the Defense Security Service Academy (DSSA) provides security education and training courses and security awareness products to professionals within the DoD and Federal Security Community.

We are excited about our new facility in Linthicum, MD, which is complete with a new teletraining center that expands our delivery capability beyond traditional classroom and standard mobile course offerings.

We at DSSA remain committed to meeting the needs of the men and women who are involved in the increasingly important mission of security and are available to play a key role in the critical objective of the professional development of these individuals.

I encourage you to visit our website to learn more about what we at DSSA have to offer and enroll in our courses. We look forward to serving you in the near future.

Kevin J. Jones
Director

DSS ACADEMY MISSION

The DSS Academy provides DoD security professionals, DoD contractors, employees of other Federal agencies, and selected foreign governments with a security curriculum, awareness products, and professional development services that are relevant and responsive to their needs. Its professional staff of instructors, technology professionals, and education support personnel combine expertise to deliver quality training and professional development products across the security disciplines.

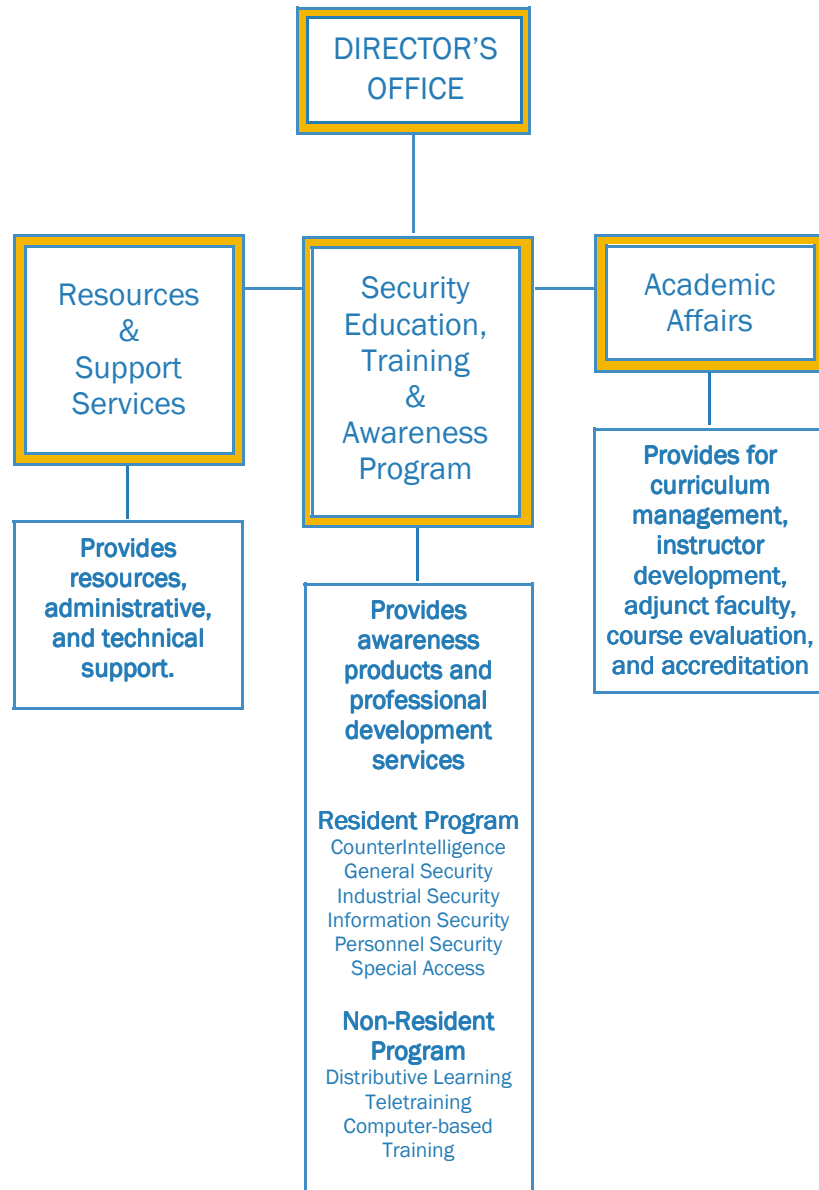


ACCREDITATION

DoD Directive 5124.7, Office of the Chancellor for Education and Professional Development states, *"DoD civilian education and professional development activities shall meet the standards established by external accreditation and certification entities recognized by the United States Department of Education."* The DSS Academy is committed to achieving accreditation. Compliance with this policy underlies many current and future initiatives such as the establishment and maintenance of a curriculum management system, the development of a multi-level course evaluation process, and an ongoing program of instructor assessment and professional development.

Security Through Knowledge

ORGANIZATION



LISTING BY DISCIPLINE AND CATALOG ID

Course Title	Catalog ID	Page No.
CounterIntelligence		
CI Briefer's Course	CI101.01	6
Advanced Foreign Counterintelligence Workshop	CI201.01	6
General Security		
DoD Security Specialist	GS101.01	7
Risk Management for DoD Security Program	GS102.01	7
Industrial Security		
Basic Industrial Security for User Agency Personnel Independent Study	IS001.08	7
Essentials of Industrial Security Management (EISM) Independent Study	IS002.08	7
Protecting SECRET and CONFIDENTIAL Documents Independent Study	IS003.08	8
FSO Program Management	IS101.01	8
FSO Program Management (Teletraining)	IS101.02	8
Industrial Security Mentoring Program	IS102.09	8
Information System Security Procedures for Industry	IS201.01	8
Industrial Security Specialist	IS202.01	8
Industrial Security Oversight	IS203.01	7
Level III Industrial Security Representative Training Course	IS204.05	8
Level III Industrial Security Representative Training Test	IS205.06	8
Foreign Ownership, Control & Influence (FOCI) [Government]	JA351.05	8

LISTING BY DISCIPLINE (continued)

Course Title	Catalog ID	Page No.	Course Title	Catalog ID	Page No.
Foreign Ownership, Control & Influence (FOCI) [Contractor]	JA352.05	8	Issue Analysis	PS112.01	10
Industrial Security Level III (Informational Tutorial)	JA353.05	8	Basic Special Agent Mentoring Program	PS113.09	10
Information Security			Reserve Agent Mentoring Program	PS114.09	11
Basic Information Security Independent Study	IF001.08	9	PIC Analyst Mentoring Program	PS115.09	11
Information Security Orientation	IF101.01	9	DoD Advanced Personnel Security Adjudications	PS301.01	10
Information Security Orientation (Teletraining)	IF102.02	9	Advanced Adjudicator Seminar	PS502.01	10
Information Security Seminar (Customized)	IF103.01	9	Mission: Adjudication	JA551.05	10
Information Security Management	IF201.01	9	Personnel Security Electronic Performance Support System	JA552.05	11
Classification Management	IF301.01	9	Special Access		
Personnel Security			Security for Special Programs	SA101.01	12
DoD Personnel Security Adjudications Independent Study	PS001.08	10	Special Access Program Orientation	SA102.01	12
DoD Personnel Security Adjudications	PS101.01	10	Special Programs Security for Industry	SA103.01	12
Personnel Security Pre-Screening Interviews	PS102.01	11			
Personnel Security Management	PS103.01	11			
Reserve Agent Orientation	PS104.01	11			
Basic Special Agent	PS105.01	10			
Special Agent Overseas	PS106.01	11			
Case Analyst Orientation	PS107.01	10			
Case Scoping and Opening	PS108.01	10			
Analyzing Credit Reports	PS109.01	10			
Analyzing NACS	PS110.01	10			
Reviewing ROIs	PS111.01	11			

ENROL

EDUCATIONAL NETWORK REGISTRATION AND ON-LINE LEARNING

To register for a DSSA class on-line, you must first create your ENROL account. Once completed, your account is active and you can then electronically register for DSSA course offerings using your new ENROL login and password.

How to become an ENROL user

1. Access www.dss.mil/training/index.htm
2. Click “ENROL (On-Line Registration).”
3. At the bottom of the page, click “Create your new ENROL user account.”
4. Below the Privacy Act Statement, enter a Username (1-20 characters) and your social security number. Click on “Submit.”
5. Complete “The User Account/Registration Form” and click on “Submit” at the bottom of the form.
6. After successful creation of your ENROL account, you can electronically register for DSSA course offerings.

How to login to ENROL

1. Access www.dss.mil/training/index.htm.
2. Single click “ENROL (On-Line Registration).”
3. Change “Login as” to: **Current ENROL User**
4. Enter your Username and Password and click on “Login.”

How to navigate in ENROL

Once logged into ENROL, you will see menu options on the top and left-hand side of the window. To view the course catalog...

1. Select “Training Catalog” from the top menu.
2. Select “Browse” from the left menu.
3. Select a browse type from the options listed.
4. Select the category from the options listed. The courses will then be displayed.
5. Locate the desired course and click on “list”, found under the course information, as part of “Select a specific date or location from a list or calendar of upcoming classes.”
6. Locate the desired class and click on “Register for class roster”. You will then be guided through the registration process and will receive an automatic email message confirming your enrollment.
7. Select “Exit” from the top menu to log out of ENROL.

ACADEMY FACTS AND PHOTOS

Class Hours

Classes begin daily at 8:00 a.m. and end at approximately 4:30 PM.

Class Attendance

Students are required to attend all scheduled classes unless absence is excused by the instructor of the class. If an emergency situation should arise wherein assistance may be needed or if course attendance is not possible because of sickness or emergency leave, notify the Academy Registrar. Please remember to cancel hotel reservations, if applicable, as well.

Certification

Certifications of completion will be awarded on the last day of class.

Student Messages

Messages for students may be left at the following numbers:

Registrar’s Office: 410-865-2295/2732/3150
DSSA Guard Desk: 410-865-3114

Dress Code

Casual dress is acceptable. Casual dress is defined as slacks and sport shirts for men and slacks or skirts and blouses for women. This does not include tank tops, shorts, sweat pants/sweat suits, jeans, shirts/blouses with any vulgar, obscene or defaming words or pictures, athletic/tennis shoes, sandals (men) etc. For military personnel (including DSS civilian personnel who serve as Reservists), the battle dress uniform (BDU) is inappropriate. The temperature in the classrooms may vary; we recommend you bring a sweater or jacket to class with you.

Area Information

DSSA is only a 5-10 minute drive from the Baltimore Washington International Airport. Check these websites:

www.dss.mil/training
www.mapquest.com
www.bwiairport.com/index0.html

Students are sent a Student Information Handbook before the class start date that includes this information and much more.

SECURITY AWARENESS

The DSSA Security Awareness Program serves as the focal point and facilitator for training and educational activities directed at enhancing the security awareness and motivation of personnel in the DoD who are entrusted with the protection and safeguarding of national defense information, military technologies, critical infrastructures, and other national assets. It is also a resource for personnel who exercise security responsibilities under the DoD Information and Personnel Security Programs and the National Industrial Security Program.

DSSA Security Awareness supports DoD security programs through new and innovative product development and by promoting the dissemination and use of existing security education and awareness products produced by government agencies, defense contractors, and commercial organizations. The program assists in the training of security professionals who are tasked with providing security education to their employee populations.

The Program promotes DoD-wide efforts to disseminate a variety of security-related products, educational modules, information, and services to supplement and enhance standardized security briefings mandated by the Information Security Program (5200.1R), the Personnel Security Program (5200.2-R), and the National Industrial Security Program Manual (NISPOM) regulations. These security awareness materials and consultant services pertain to DoD and Defense contractors' security education programs regarding the foreign intelligence threat, other types of threats, and the application of countermeasures to protect classified and critical information in the interest of national security.

The Program also provides consultation and advice through site visits, Internet communication, publications, and liaison with officials, managers, and policy makers at DoD components and in private industry. The Program provides advice and support for policy coordination and development to the Defense Security Service, Office of Secretary of Defense (C3I), and the wider Intelligence and Security Communities.

The Security Awareness Program has established an authoritative, substantive Internet presence through the DSS public web site (www.dss.mil/training/SecurityAwareness.htm). It contains security awareness training and education products, incorporating current and relevant information utilizing the latest web technologies.



Security Through Knowledge

DSS ACADEMY (DSSA) PROGRAMS

"Security Through Knowledge" is the motto of the DSSA. The Academy organizes this knowledge to support six security program areas – Counterintelligence, General Security, Information Security, Industrial Security, Personnel Security, and Special Access Programs.

The DSSA's customer base is diverse - ranging from the employees of its home organization, the DSS, to the military and civilian personnel of the Department of Defense, other Federal agencies, and industry. Military and civilian personnel of foreign governments may also benefit from DSSA programs.



In response to its customers' needs, the DSSA disseminates products through a variety of formats:

Resident Courses conducted at the DSSA facility in Linthicum, MD

Mobile Courses presented as field extensions, within or outside of the U.S.

Distance Learning

Distributive Learning	Independent study courses
Teletraining	Courses broadcast to a customer site using various types of networks including satellite and land-based data lines
Computer-Based Training (CBT)	Courses, job aids, and educational games available through CD and on-line

COUNTERINTELLIGENCE COURSE DESCRIPTIONS

The Counterintelligence (CI) curriculum supports the DSS Academy's responsibility to train and prepare government security professionals and contractor security officers to educate their employees about the continuing threat to U.S. classified and critical information. All Academy courses include current threat information taken from "Collection Trends in the U.S. Defense Industry," an annually updated DSS Counterintelligence Office publication. In addition, the CI Briefer's Course provides professionals with the methodology for effective delivery of threat information to employee audiences.

Advanced Foreign Counterintelligence Workshop CI201.01

This instructor-led course, presented locally within each DSS region, teaches DSS Special Agents and Industrial Security Representatives how to identify and refer CI issues to the DSS CI Office and local CI Agencies. (2 days)

CI Briefer's Course CI101.01

This instructor-led course is designed to improve the briefing skills of DSS Field CI Specialists (CIS). Students customize the latest edition of the standardized DSS Collection Trends Briefing and present it for critique. The CIS leaves the course with a finished, polished, and updated Collection Trends Briefing tailored for his/her area of responsibility. (3 days)

GENERAL SECURITY COURSE DESCRIPTIONS

The General Security curriculum is tailored to meet the general security needs of DoD military, civilian, and contractor personnel. Course content focuses on general policies and procedures established by Executive Order to protect national security information that is not associated with another course discipline. Course offerings range from orientation level courses designed for general workforce personnel who handle, process, disseminate, and destroy classified information to advanced training that focuses on the concepts and theories of classification management issues.

Course material is presented through a variety of formats to include lecture, self-directed learning, panel discussions, practical exercises, and field trips. Emphasis is on ensuring that students can interpret and apply security program requirements and concepts.

The Information Security Team manages and is the primary instructional team for the General Security courses.

DoD Security Specialist

GS101.01

This instructor-led course teaches a common body of security program knowledge to DoD civilian, military, or contractor personnel performing within the DoD Security Specialist career field. The policies, procedures, implementation, and interrelationship of the various security disciplines are discussed and demonstrated at the installation level. (3 weeks)

Risk Management for DoD Security Programs

GS102.01

This instructor-led course discusses risk management principles and their application in making security countermeasure and safeguarding decisions. Responsibilities of the risk manager and supporting personnel, and the development and implementation of a risk management program are addressed. The instruction targets DoD security personnel with these responsibilities. (1 week)

INDUSTRIAL SECURITY COURSE DESCRIPTIONS

The Industrial Security curriculum is tailored to meet the industrial security needs of DoD military and civilian personnel and government contractor community. Course content focuses on the policies and procedures established to protect national security information and other classified information under the provisions of the National Industrial Security Program.

Course offerings range from orientation level courses designed for general workforce personnel who handle, process, disseminate, and destroy classified information to advanced training that focuses on the concepts and theories of classification management issues.

Course material is presented through a variety of formats to include: lecture, panel discussions, practical exercises, structured mentoring programs, and both paper-based and computer-based independent study. Emphasis is on ensuring students can interpret and apply industrial security program requirements and concepts.

In addition to structured courses, the Industrial Security Team offers a number of job aids and resource materials that assist security professionals in performing a variety of routine tasks.

Basic Industrial Security for User Agency Personnel Independent Study

IS001.08

This course is designed for U.S. government civilian and military personnel with contracting or security oversight responsibilities involving contractors cleared under the National Industrial Security Program (NISP). It describes basic NISP requirements highlighting the responsibilities of the Government Contracting Activities. (15 hours)

Essentials of Industrial Security Management (EISM) Independent Study

IS002.08

Designed for Facility Security Officers (FSOs) and security personnel of contractor facilities cleared under the NISP, this course covers basic NISP requirements with emphasis on contractor responsibilities. (15 hours)

INDUSTRIAL SECURITY COURSE DESCRIPTIONS (CONTINUED)

Foreign Ownership, Control & Influence (FOCI) [Contractor] **JA352.05**

This computer-based course, available on CD-ROM, reviews the security implications for NISP contractor facilities operating or about to be operating under FOCI. (2 hours)

Foreign Ownership, Control & Influence (FOCI) [Government] **JA351.05**

This computer-based course, available on CD-ROM, reviews the security implications for NISP contractor facilities operating or about to be operating under FOCI. This version contains additional instruction on how to resolve FOCI issues and is only available to U.S. Government personnel. (3 hours)

FSO Program Management **IS101.01**

Designed for FSOs and security personnel of contractor facilities cleared under the NISP, this instructor-led course covers basic NISP requirements with emphasis on contractor responsibilities. (3 days)

FSO Program Management (Teletraining) **IS101.02**

Televised version of the course described above. (3 days)

Industrial Security Level III (Informational Tutorial) **JA353.05**

This computer-based training course, available on CD-ROM, addresses all of the topics associated with Level III Information System accreditation capability and is available to all DSS personnel. (4 hours)

Industrial Security Mentoring Program **IS102.09**

This introductory core mission training is locally administered to new DSS Industrial Security Representatives prior to attending the Industrial Security Specialist Course. (12 weeks)

Industrial Security Oversight **IS203.01**

Through a variety of practical exercises, this instructor-led course trains U.S. Government civilian and military personnel with industrial security oversight responsibilities on how to assess contractor compliance with industrial security program requirements. (1 week)

Industrial Security Specialist **IS202.01**

This instructor-led course provides core mission training to new DSS Industrial Security Representatives. (4 weeks)

Information System Security Procedures for Industry **IS201.01**

This instructor-led course explains Chapter 8 NISP Operating Manual (NISPOM) requirements and implementation guidance for protecting classified information being processed on information systems (IS). The instruction targets IS Security Managers (ISSM), Facility Security Officers (FSOs), and security personnel of NISP contractor facilities with IS security responsibilities. (3 days)

Level III Industrial Security Representative Training Course **IS204.05**

This computer-based training course, available on CD-ROM, addresses all of the topics associated with Level III Information System accreditation capability, and is only available to DSS Industrial Security Representatives. (4 hours)

Level III Industrial Security Representative Training Test **IS205.06**

This is an line web-based (WBT) test of the Level III Industrial Security Representative Training Course (IS204.05). (2 hours)

Protecting SECRET and CONFIDENTIAL Documents Independent Study **IS003.08**

A follow-on to Essentials of Industrial Security Management (EISM) and targeted for the same audience, this course focuses on NISP requirements for contractor facilities authorized to safeguard classified information. (25 hours)

INFORMATION SECURITY COURSE DESCRIPTIONS

The Information Security curriculum is tailored to meet the information security needs of DoD military and civilian personnel. Course content focuses on the system of policies and procedures established by Executive Order and DoD policies to protect national security information. Course offerings range from orientation level courses designed for general workforce personnel who handle, process, disseminate, and destroy classified information to advanced training that focuses on concepts and theories of classification management issues.

Course material is presented through a variety of formats to include lecture, self-directed learning, panel discussions, practical exercises, and field trips. Emphasis is on ensuring that students can interpret and apply information security program requirements and concepts.

In addition to information security courses, the Information Security Team manages and is the primary instructional team for the DoD Security Specialist and the Risk Management for DoD Security Programs courses.

Basic Information Security Independent Study IF001.08

This course is designed to assist U.S. military and civilian personnel to obtain a basic understanding of the Information Security Program, policies about classifying and declassifying information, and the requirements and techniques for ensuring classified information is clearly marked, controlled, stored, handled, and destroyed. (16 hours)

Classification Management IF301.01

Designed for DoD military and civilian personnel whose primary responsibility is classification management, this advanced instructor-led course provides a comprehensive understanding of the policies and procedures for classification management within the DoD Information Security Program. Detailed lessons address the core concepts and policies of classification management, define terminology, and describe the original classification decision model. (1 week)

Information Security Management IF201.01

This intermediate instructor-led course provides a comprehensive understanding of the DoD Information Security Program with lessons addressing security classification, downgrading, and declassification; marking; safeguarding; violations and compromises; and security education and program oversight. (2 weeks)

Information Security Orientation IF101.01

This instructor-led course teaches non-security professionals basic DoD Information Security Program requirements for protecting classified information including how it is properly classified, marked, disseminated, transmitted, safeguarded, downgraded, and declassified. (2 days)

Information Security Orientation (Teletraining) IF102.02

Televised version of the course described above. (2 days)

Information Security Seminar (Customized) IF103.01

This instructor-led course is tailored to meet the specific information security needs of the host organization. Topics can include component requirements, original/derivative classification, marking, accountability systems, custodial responsibilities, transmission, destruction, and more. The training location, format (mobile or televised) is the host's choice. (Length varies)

PERSONNEL SECURITY COURSE DESCRIPTIONS

The Personnel Security curriculum is tailored to support a sound personnel security program throughout the DoD and other Federal agencies. Course offerings are directed at the entry-level professional through the senior professional involved in areas of personnel security investigation, personnel security adjudication, and/or personnel security program management.

Course material is presented through a variety of formats to include: lecture, self-directed learning, structured mentoring programs, and interactive seminars. Emphasis is on ensuring that students can interpret and apply personnel security program requirements and concepts.

In addition to structured courses, the Personnel Security Team offers a number of job aids and resource materials that assist the personnel security professional in performing a variety of common tasks.

Advanced Adjudicator Seminar PS502.01

This instructor-led seminar is conducted for senior Federal adjudicators to enhance their understanding of the Executive Order adjudication guidelines. A series of lectures by subject matter experts emphasize the nexus between key indicators and mitigating factors and the risk to national security in adjudicating personnel security cases. (1 week)

Analyzing Credit Reports PS109.01

This instructor-led course teaches new DSS Case Analysts how to read and interpret automated and manual credit reports and scope additional field leads as necessary. (2 days)

Analyzing NACS PS110.01

This instructor-led course teaches the new DSS Case Analysts how to analyze and close National Agency Check (NAC) leads. (3 days)

Basic Special Agent PS105.01

This instructor-led course provides core mission training to new DSS Special Agents. (4 weeks)

Basic Special Agent Mentoring Program PS113.09

This introductory core mission training is locally administered to new DSS Special Agents prior to attendance at the Basic Special Agent Course. (8 weeks)

Case Analyst Orientation PS107.01

Designed for entry-level DSS Case Analysts, this instructor-led course outlines the DoD Personnel Security Program, the Analyst's role at DSS, the role of the DSS Agent, the various types of personnel security investigations, the investigation process, the adjudication process, and DSS information systems (EPSQ, CCMS, and DCII). (3 days)

Case Scoping and Opening PS108.01

This instructor-led course teaches new DSS Case Analysts how to scope/de-scope and open an SSBI, PR, NACLC, and NAC. (2 weeks)

DoD Advanced Personnel Security Adjudications PS301.01

This instructor-led course, designed for U. S. government personnel with final adjudicative responsibilities, provides indepth study of adjudicative policy guidelines and the basis for and application of due process. (1 week)

DoD Personnel Security Adjudications PS101.01

This instructor-led course, designed for U.S. government and military personnel with adjudicative responsibilities, covers personnel security program fundamentals. History, laws, regulations, investigations, clearances, security issues, and adjudicative guidelines are discussed. (2 weeks)

DoD Personnel Security Adjudications Independent Study PS001.08

This course provides a basic knowledge of the DoD Personnel Security Program's major features and introduces several key areas presented in the resident DoD Personnel Security Adjudications course. (50 hours)

Issue Analysis PS112.01

This instructor-led course teaches new DSS Case Analysts how to analyze, manage, and close cases containing one or more suitability issues. All 13 suitability factors are discussed. (2 weeks)

Mission: Adjudication JA551.05

Available on CD ROM, this computer-based game is a multimedia training tool that helps adjudicators test their knowledge of the Adjudicative Desk Reference. (3 hours)

PERSONNEL SECURITY COURSE DESCRIPTIONS (CONTINUED)

Personnel Security Electronic Performance Support System **JA552.05**

The Personnel Security Electronic Performance Support System (PERSE PSS) is a computer-based tool designed to assist the DoD personnel security professional in performing various security management tasks such as processing security requests, preparing requests for personnel security investigations, processing interim security clearances, evaluating security-significant information, and suspending access. (4 hours)

Personnel Security Management **PS103.01**

This instructor-led course addresses the management practices and procedures required to administer a base/installation Personnel Security Program. It is designed for DoD civilian, military, and contractor personnel tasked with this responsibility. (3 days)

Personnel Security Prescreening Interviews **PS102.01**

Designed for DoD civilian or military personnel tasked with installation personnel security responsibilities, this instructor-led course explains the purpose, preparation, and procedures for conducting the pre-screening interview. (2.5 days)

PIC Analyst Mentoring Program **PS115.09**

This customized core mission training is locally administered to new DSS Case Analysts. The program explains the DoD Personnel Security Program and discusses in-depth DSS case opening, management, analysis, and closing procedures. (8 weeks)

Reserve Agent Mentoring Program **PS114.09**

Designed for Military Reservists who will be performing the duties of a DSS Investigator, this 1-week program is locally administered prior to attendance at the resident Reserve Agent Orientation Course. (1 week)

Reserve Agent Orientation **PS104.01**

This instructor-led course provides the Military Reservist with an overview of DSS standard operating procedures and practices necessary to perform as a DSS Special Agent. Techniques of reviewing records, interviewing references and Subjects, and report writing are emphasized. (1 week)

Reviewing ROIs **PS111.01**

Designed for new DSS Case Analysts, this instructor-led course explains the purpose of various Reports of Investigations (ROIs) and how to evaluate the results and determine if further investigation is required. (1 week)

Special Agent Overseas **PS106.01**

This instructor-led field extension course trains DoD civilian and military personnel involved with the DoD Personnel Security Investigations (PSI) Program within an overseas command or organization. It addresses the DoD PSI Program policies and procedures. (1 week)

SPECIAL ACCESS PROGRAM COURSE DESCRIPTIONS

The Special Access Program (SAP) curriculum supports the DSS Academy's responsibility to train and prepare government security professionals and contractor security officers in need-to-know and access control areas beyond those normally provided for access to confidential, secret, or top secret information.

In addition, this training provides understanding of departmental oversight and management over all DoD SAPs, the monitoring of programs to ensure compliance with law, regulations, policies and procedures, and ensures required information is provided to the Congress. This training involves the acquisition program, intelligence program, and an operations and support program.

Security for Special Programs SA101.01

This instructor-led course introduces students to the DoD policy guidance and decision making factors affecting special access programs (SAP). Lessons outline the SAP lifecycle phases of exploration, establishment, maintenance, and dis-establishment. Civilian and military personnel with security management responsibilities for an approved SAP are targeted for attendance. (2 weeks)

Special Access Program Orientation SA102.01

Upon request, this instructor-led seminar provides tailored on-site training for organizations working in support of DoD SAPs. Mandatory SAP requirements, the roles and responsibilities of oversight and support offices and agencies, and the organization's SAP environment are reviewed. (Length varies)

Special Programs Security for Industry SA103.01

This instructor-led course is designed for U.S. contractor and government security personnel with program security experience. It describes the security fundamentals required to support Compartmented programs – both Sensitive Compartmented Information and Special Access Programs – and introduces the concepts, policies, practices, and skills applicable to the security requirements of most Compartmented programs. (1 week)

COUNTERINTELLIGENCE COURSE REQUIREMENTS

ADVANCED FOREIGN COUNTERINTELLIGENCE WORKSHOP

CI201.01

Offers DSS Special Agents and Industrial Security Representatives (IS Reps) a hands on approach to identifying and referring CI issues to the DSS CI Office and local CI agencies. Conducted locally within each DSS Region, the course includes a current, classified threat briefing and recent examples of CI issue cases within that region. A practical exercise (one tailored for Special Agents and one tailored for IS Reps) will be conducted by the students using real DSS cases.

Media: Instructor-led

Length: 2 days

Target audience: DSS Special Agents and IS Reps

Number of students per class: 30

Prerequisites: None

Course requirements: Regular attendance and participation in all sessions

Credit recommendation: Not Applicable

CI BRIEFER'S COURSE

CI101.01

Designed to improve the briefing skills of DSS Field CI Specialists (CIS). Students customize the latest edition of the standardized DSS Collection Trends Briefing and present it for critique. The CIS leaves the course with a finished, polished, and updated Collection Trends Briefing tailored for his/her area of responsibility.

Media: Instructor-led

Length: 3 days

Target audience: DSS Field CI Specialists

Number of students per class: 6

Prerequisites: None

Course requirements: Regular attendance and participation in all sessions

Credit recommendation: Not Applicable

GENERAL SECURITY COURSE REQUIREMENTS

DoD SECURITY SPECIALIST

GS101.01
(was 5220.29)

Introduces the security disciplines, policies, procedures, and their interaction and implementation as they apply to the Department of Defense (DoD) Security Specialist career field. The course provides a common body of knowledge, which promotes an understanding of the scope, importance, and interdependency of the information, physical, industrial, personnel, computer, communications, risk management and operations security programs. The intensive curriculum relates these programs to the installation level and demonstrates their interrelationship. The course integrates these programs through discussion, study, and exercises in security management, inspections and oversight, and education and training.

Media: Instructor-led

Length: 3 weeks.

Target Audience: All newly assigned civilian, military or contractor security personnel performing primary duties in security functions; or DoD civilian, military or contractor personnel performing security duties who require a fundamental understanding of DoD security disciplines and their inter-relationship. Other federal agency security specialists may be nominated by their agency headquarters to attend the course.

Number of Students per class: 36

Prerequisites: SECRET clearance

Course requirements: Students must earn 210 of 300 possible points in the course AND achieve a minimum of 60 points in each week through graded quizzes, exams and practical exercises.

Credit recommendation: The American Council on Education has recommended that completion of this course be equivalent to three semester hours in Introduction to Security Administration in a lower-division baccalaureate/associate degree category.

GENERAL SECURITY COURSE REQUIREMENTS (CONTINUED)

RISK MANAGEMENT FOR DoD SECURITY PROGRAMS

GS102.01
(was 5220.29)

Provides students with the appropriate background, skills and abilities to apply risk management principles and methodology to their security programs. It covers the fundamentals of risk management, asset assessment, threat assessment, vulnerability assessment, risk analysis, and the selection of cost-effective countermeasures to apply as a result of the process. It also addresses the functions, problems, and concerns of the risk manager and supporting personnel, risk management responsibilities, and the development and implementation of a risk management program.

Media: Instructor-led

Length: 1 week.

Target audience: Security managers and those involved in making risk management decisions regarding security countermeasures and safeguards.

Number of students per class: 36

Prerequisites: Students must have successfully completed the DoD Security Specialist Course prior to this course. Waivers may be requested from the course manager for students who do not meet the prerequisite.

Course requirements: Regular attendance and participation in all sessions

Credit recommendation: Not Applicable

INDUSTRIAL SECURITY COURSE REQUIREMENTS

BASIC INDUSTRIAL SECURITY FOR USER AGENCY PERSONNEL INDEPENDENT STUDY

IS001.08

Outlines basic security requirements of the National Industrial Security Program, the policy for ensuring protection of classified information accessed by contractors. This course is prerequisite training for persons attending the Industrial Security Oversight (IS203.01) Course.

Media: Independent study in hard copy (available electronically FY02). Course currently available through the U.S. Army Institute for Professional Development www.aimsrdl.atsc.army.mil/accp/accp_top.htm. Follow the enrollment instructions on www.dss.mil/training/enrolis.htm. Will be available through the ENROL in FY02.

Length: 15 hours

Target audience: U.S. government military and civilian personnel of Government Contracting Activities involved with cleared contractors participating in the NISP. Open to DSS, cognizant security agency personnel and their contractors with an official need.

Prerequisites: None

Course requirements: Passing grade (70%) on exam at end of course to receive a written certificate of successful completion.

Credit recommendations: Not Applicable

INDUSTRIAL SECURITY COURSE REQUIREMENTS (CONTINUED)

ESSENTIALS OF INDUSTRIAL SECURITY MANAGEMENT (EISM) INDEPENDENT STUDY

IS002.08

Covers basic National Industrial Security Program (NISP) requirements with emphasis on contractor responsibilities. The course includes lessons on the NISP, the NISP Operating Manual (NISPOM); facility security clearances; personnel security clearances; procedures for visitors; security education briefings; and reviews. Access to a NISPOM is required. This course is prerequisite training for persons attending the Industrial Security Oversight (IS203.01) course.

Media: Independent study in hard copy (available electronically FY02). Course currently available through the U.S. Army Institute for Professional Development www.aimsrdl.atssc.army.mil/accp/accp_top.htm. Follow the enrollment instructions on www.dss.mil/training/enrolis.htm. Will be available through ENROL in FY02.

Length: 15 hours

Target audience: Facility Security Officers (FSOs) and security personnel of contractor facilities cleared under the NISP. Also appropriate for U.S. government personnel and their contractors with an official need and DSS or cognizant security agency personnel and their contractors with an official need.

Prerequisites: None

Course requirements: Passing grade (70%) on exam at end of course to receive a written certificate of successful completion

Credit recommendations: Not Applicable

FOREIGN OWNERSHIP, CONTROL & INFLUENCE (FOCI) [Contractor]

JA352.05

Reviews the security implications for NISP contractor facilities operating or about to be operating under foreign ownership, control and influence (FOCI). A lesson describes what should be done when an American company doing classified work is acquired by a foreign company.

Media: Computer based training (CBT)

Target audience: U.S. Government and contractor personnel

Length: 2 hours

Prerequisites: None

Course requirements: Minimum hardware - IBM compatible 486/33 MHz computer, 8 MB of RAM, VGA display, MS Windows 95/98/NT, CD ROM drive, sound and video cards.

Credit recommendations: Not Applicable

FOREIGN OWNERSHIP, CONTROL & INFLUENCE [Government]

JA351.05

Reviews the security implications for NISP contractor facilities operating or about to be operating under foreign ownership, control and influence (FOCI). Lessons describe what should be done when an American company doing classified work is acquired by a foreign company and how to resolve FOCI issues. *This course is For Official Use Only.*

Media: Computer-based training (CBT)

Target audience: Only U.S. Government and military personnel

Length: 3 hours

Prerequisites: None

Course requirements: Minimum hardware - IBM compatible 486/33 MHz computer, 8 MB of RAM, VGA display, MS Windows 95/98/NT, CD ROM drive, sound and video cards

Credit recommendations: Not Applicable

INDUSTRIAL SECURITY COURSE REQUIREMENTS (CONTINUED)

FSO PROGRAM MANAGEMENT

IS101.01
(was 5220.4)

Covers the purpose and application of the National Industrial Security Program (NISP); explains the industrial security organization and the concept of security cognizance, assessments, and advice and assistance services; discusses regulatory matters, reporting obligations, clearance and safeguarding specifications; and explains procedural requirements for personnel and facility clearances; violations and compromises, control of areas and visitors, and other topics. One day is dedicated to offering workshops on specific areas.

Note: Students must bring a copy of the NISP Operating Manual to class. This can be downloaded from the DSS web site.

Media: Instructor-led

Target audience: Facility Security Officers and other security personnel of contractor facilities cleared under the NISP. Also open to DSS and cognizant security agency personnel.

Length: 3 days. See schedule for locations and dates.

Prerequisites: (recommended)

- *Essentials of Industrial Security Management Independent Study (IS001.08) course*
- *Protecting SECRET and CONFIDENTIAL Documents Independent Study (IS002.08) course*

Course requirements: Students must attend all sessions to receive a certificate of course completion. Students monitor their own progress through self-administered quizzes.

Credit recommendations: Not Applicable

FSO PROGRAM MANAGEMENT (TELETRAINING)

IS101.02

Televised version of the course described above FSO Program Management (IS101.10). DSS Industrial Security Specialists may contact the DSS Academy to make arrangements to facilitate this televised course. Lecture portions of the course are presented by the Academy and broadcast to selected training locations. Facilitators are responsible for leading workshop activities and course administration.

Note: Student information packet will be forwarded before scheduled class.

INDUSTRIAL SECURITY LEVEL III (INFORMATIONAL TUTORIAL)

JA353.05

Consists of 7 interactive instructional modules covering all of the topics associated with Level III Information System accreditation capability. This course covers much of the same information as Level III Industrial Security Representative Training Course (IS204.05) without unit tests.

Media: Computer-based training (CBT)

Target audience: DSS personnel

Length: 4 hours

Prerequisites: None

Course requirements: Designed to run on most DSS issued computers.

Credit recommendations: Not Applicable

INDUSTRIAL SECURITY COURSE REQUIREMENTS (CONTINUED)

INDUSTRIAL SECURITY MENTORING PROGRAM

IS102.09

Introduces a new DSS Industrial Security Representative (IS Rep) to the IS Program.

Media: On-the-job and multi-media

Length: 12 weeks

Target audience: New DSS IS Reps

Prerequisites: Must complete this program prior to attending the Industrial Security Specialist course.

Course requirements: Certified completion of training modules by the IS Rep's supervisor

Credit recommendations: Not Applicable.

INDUSTRIAL SECURITY OVERSIGHT

IS203.01
(was 5220.1A)

Centers on practical application procedures for oversight of contractors participating in the National Industrial Security Program (NISP). Topics include an overview of the NISP, facility clearances, personnel security for contractor employees, providing classification guidance, and writing security clauses into contracts. All phases of the security review process are examined. Practical exercises enable students to participate in the actual security review process requiring them to formulate security review strategies, conduct interviews of cleared personnel, and write a concise report of findings including a Letter of Requirements.

Target audience: Only U.S. Government and military personnel with industrial security responsibilities

Length: 1 week

Prerequisites: Students must complete the Basic Industrial Security for User Agency Personnel Independent Study (IS001.08) and Essentials of Industrial Security Management (EISM) Independent Study (IS002.08) courses prior to this course.

Course requirements: Regular attendance and participation in all sessions.

Credit recommendations: Not Applicable.

INDUSTRIAL SECURITY SPECIALIST

IS202.01

Trains new DSS Industrial Security (IS) Representatives (Reps) to perform basic IS responsibilities.

Media: Instructor-led

Length: 4 weeks

Target audience: New DSS IS Reps

Prerequisites: Students must complete the Industrial Security Mentoring Program (IS102.09) prior to attending this course.

Course requirements: Certified completion of Industrial Security Mentoring Program.

Credit recommendations: Not Applicable

INFORMATION SYSTEM SECURITY PROCEDURES FOR INDUSTRY

IS201.01
(was 5220.10)

This course was formerly called the AIS Security Procedures for Industry. It reviews the Information Systems (IS) security requirements outlined in Chapter 8 of the National Industrial Security Program Operating Manual (NISPOM) as revised May 1, 2000; addresses current implementation guidance and explains the rationale behind the security policy. These security procedures apply to all IS accredited or having the potential to be accredited for processing classified information, ranging from the stand-alone system to networks. Real-life scenarios are presented to provide students with the opportunity to demonstrate implementation of security procedures. Students practice determining security protection levels of operation, designing physical security controls for technically diverse systems, performing an administrative inquiry, writing a System Security Plan (SSP), and pursuing security issues revealed during the conduct of a self-inspection. Students also witness demonstrations of write protection procedures and security concerns associated with system operating environments. The material presented focuses on Confidentiality, Protection Levels 1 and 2.

Media: Instructor-led

Length: 3 days

INDUSTRIAL SECURITY COURSE REQUIREMENTS (CONTINUED)

Target audience: DoD contractor Facility Security Officers (FSOs), Information Systems Security Managers / Representatives (ISSM/Rs), Security Custodians (SCs), or individuals whose responsibilities within their company include overall security. DoD civilian and military personnel performing in similar positions are permitted to attend on a space available basis.

Prerequisites: Students must read the Basics Booklet for Information Systems Security, which can be downloaded from the course description under the DSS Academy's homepage for Industrial Security training.

Course requirements: Student must attend all sessions to receive a certificate of course completion.

Credit recommendations: Not Applicable

LEVEL III INDUSTRIAL SECURITY REPRESENTATIVE TRAINING COURSE IS204.05

Consists of 7 interactive instructional modules covering all of the topics associated with Level III Information System accreditation capability.

Media: Computer-based training (CBT)

Target audience: Only DSS Industrial Security Representatives

Length: 4 hours

Prerequisites: Level 2 Information System accreditation capability

Course requirements: Designed to run on most DSS issued notebook computers

Credit recommendations: Not Applicable

LEVEL III INDUSTRIAL SECURITY REPRESENTATIVE TRAINING TEST IS204.06

Contains the test questions for the course described above.

Media: Computer-based training (CBT)

Target audience: Only DSS Industrial Security Representatives

Length: 4 hours

Prerequisites: None

Course requirements: Designed to run on most DSS issued notebook computers

Credit recommendations: Not Applicable

PROTECTING SECRET AND CONFIDENTIAL DOCUMENTS INDEPENDENT STUDY IS003.08

This is a follow-on to Essentials of Industrial Security Management (EISM), IS002.08, focusing on NISP requirements for contractor facilities authorized to safeguard classified information. Lessons address storage, receipt, generation, reproduction, transmission and disposition of classified information, and other security topics.

Media: Independent study in hard copy (available electronically FY02). Course currently available through the U.S. Army Institute for Professional Development www.aimsrdl.atssc.army.mil/accp/accp_top.htm. Follow the enrollment instructions on www.dss.mil/training/enrolis.htm. Will be available through ENROL in FY02.

Length: 25 hours

Target audience: Facility Security Officers (FSOs) and security personnel of contractor facilities cleared under the NISP who are authorized to safeguard classified documents. Also appropriate for DSS or cognizant security agency personnel and their contractors with an official need.

Prerequisites: None

Course requirements: Passing grade (70%) on exam at end of course to receive a written certificate of successful completion

Credit recommendations: Not Applicable

INFORMATION SECURITY COURSE REQUIREMENTS

BASIC INFORMATION SECURITY INDEPENDENT STUDY

IF001.08
(was DISI 3121)

Provides a basic understanding of the Information Security Program, its policies about classifying and declassifying information, and the requirements and techniques for ensuring classified information is clearly marked, controlled, stored, handled and destroyed.

Media: Independent study hard copy (available electronically FY02). Course currently available through U.S. Army Institute for Professional Development www.aimsrdl.atsc.army.mil/accp/accp_top.htm. Follow the enrollment instructions on www.dss.mil/training/enrolis.htm. Will be available through ENROL in FY02.

Length: 16 hours

Target audience: DoD military and civilian personnel who are new to the DoD Information Security Program

Prerequisites: None

Course requirements: Passing grade (70%) on exam at end of course to receive a written certificate of successful completion.

Credit recommendation: Not Applicable

CLASSIFICATION MANAGEMENT

IF301.01
(was 5220.17)

Covers policies and procedures for managing classification management programs within the DoD Information Security Program. It is an advanced course which provides a comprehensive understanding of classification management principles and techniques. The intent of this course is to provide students with the ability to explain the core concepts, policies and terminology of Classification Management and identify the decision model for original classification. This course reviews the requirements, strategies, and techniques for development and publication of security classification guidance. The course identifies problems in the derivative classification process and defines the human and organizational factors influencing the quality of Classification Management in an organization. The course also addresses

declassification and the impact of Executive Order 12958. Declassification issues discussed include duration, downgrading, challenges, Atomic Energy Information, and redaction. Objectives include outlining Classification Management impact on the industrial security program; listing the requirements for security review programs; re-evaluating classification; and dealing with classification conflicts. Students discuss ideas, issues, problems, and possible solutions in effective management of the Information Security Program as it relates to classification management.

Media: Instructor-led

Length: 1 week.

Target audience: DoD military and civilian personnel with primary responsibility for classification management within a DoD component or agency Information Security Program. It is also open to part-time security managers and technical personnel tasked with developing and maintaining classification guidance within their organizations.

Number of students per class: 30

Prerequisites: Students must have successfully completed the resident Information Security Management Course or the DoD Security Specialist Course. Waivers may be requested from the course manager for students who do not meet the prerequisite.

Course requirements: Regular attendance and participation in all sessions.

Credit recommendation: Not Applicable

INFORMATION SECURITY MANAGEMENT

IF201.01
(was 5220.7)

Provides a comprehensive understanding of the Department of Defense (DoD) Information Security Program policy and procedures. Lessons address security classification, downgrading and declassification; marking; safeguarding (access and dissemination control, accountability, security storage, disposal and destruction and transmission); violations and compromises; security education and program oversight. Students are able to discuss ideas, issues, problems and possible solutions with key representatives of Executive Branch organizations responsible for the Information Security

INFORMATION SECURITY COURSE REQUIREMENTS (CONTINUED)

Program. The intent of this course is to provide enough knowledge and skills for students to work effectively within the DoD Information Security Program.

Media: Instructor-led

Length: 2 weeks.

Target audience: DoD military, civilians and contractor personnel with primary duty as a security specialist or manager within a DoD component Information Security Program. It is also available to the part-time security specialist or manager, or persons who require the course as part of their training in a DoD security career field or persons with responsibilities related to information security as a federal employee.

Number of students per class: 36

Prerequisites: Students must have successfully completed the DoD Security Specialist Course. Waivers may be requested from the course manager for students who do not meet the prerequisite.

Course requirements: Students must earn 140 of 200 possible points in the course AND achieve a minimum of 60 points in each week through graded quizzes, exams and practical exercises.

Credit recommendation: The American Council on Education has recommended that completion of this course be recognized as equivalent to 2 lower-division semester hours in Principles of Information Security when applied toward a Baccalaureate Degree.

discussed. The intent of this course is to provide the basic knowledge required to work effectively within the DoD Information Security Program and its policies and procedures.

Media: Instructor-led

Length: 2 days.

Target audience: Military, civilian and contractor personnel who are not full-time security specialists or managers. This includes administrative and technical personnel, and others designated as part-time security managers or unit security coordinators. Ideally, the student should be someone who works with classified information and has various responsibilities for the everyday protection of classified material. This course provides opportunities for discussion of ideas, issues, problems, and possible solutions in effective decision making within the Information Security Program.

Number of students per class: Varies

Credit recommendation: Not Applicable

Note: We try to accommodate all requests to host this course and work with the activities in scheduling course dates. If space is available, host installations should accept student nominations from other activities. Joint sponsorship among activities in a common geographic area is encouraged. The host is responsible for funding all travel and per diem costs for two instructors. DSSA will furnish all course materials.

INFORMATION SECURITY ORIENTATION

IF101.01
(was 5220.7A)

Introduces non-security professionals to the Department of Defense (DoD) Information Security Program. Students acquire the skills and knowledge necessary to successfully work with classified information at their components. This course covers the fundamentals of the Information Security Program and provides a basic working knowledge of how information is properly classified, marked, disseminated, transmitted, downgraded and declassified. The minimum requirements for safeguarding classified information against unauthorized disclosure, reporting security violations and suggestions for establishing activity security practices are also

INFORMATION SECURITY ORIENTATION (Teletraining)

IF102.02
(was 5220.26)

Televised version of the course described above. Each site must provide a facilitator and assist the DSSA faculty in conducting the course. Facilitators must be graduates of the resident version of the Information Security Management course. To optimize the use of broadcast time, additional learning takes place during facilitator-led activities. The facilitator's responsibilities include: handling technical problems, leading the group through practical exercises and performing some administrative functions.

NOTE: Teletraining times vary in accordance with broadcast times.

Number of students per class: Varies (16 in resident studio)

INFORMATION SECURITY COURSE REQUIREMENTS (CONTINUED)

INFORMATION SECURITY SEMINAR (CUSTOMIZED)

IF103.01

This course is tailored to meet specific information security needs. It can include component requirements, original/derivative classification, marking, accountability systems, custodial responsibilities, transmission, destruction, and more. The training location or format (resident or video teleconferencing) for this course is determined by the course sponsor.

Media: Instructor-led

Length: Length varies.

Target audience: Military, civilian and contractor personnel who are not full-time security specialists or managers. This includes administrative and technical personnel, and others designated as part-time security managers or unit security coordinators. Ideally, the student should be someone who works with classified information and has various responsibilities for the everyday protection of classified material. This course provides opportunities for discussion of ideas, issues, problems, and possible solutions in effective decision making within the Information Security Program.

Number of students per class: 30

Prerequisites: Students must have successfully completed the resident Information Security Management Course or the DoD Security Specialist Course. Waivers may be requested from the course manager for students who do not meet the prerequisite.

Course requirements: Regular attendance and participation in all sessions.

Credit recommendation: Not Applicable

PERSONNEL SECURITY COURSE REQUIREMENTS

ADVANCED ADJUDICATOR SEMINAR

PS502.01

This seminar is designed to enhance the adjudicator's understanding of the EO adjudication guidelines. A series of lectures by subject matter experts emphasizes the nexus between key indicators and mitigating factors and the risk to nation security in adjudicating personnel security cases. The seminar also fosters professional relationships between peers and colleagues throughout the federal community.

Media: Instructor-led

Length: 1 week

Target Audience: Senior federal adjudicators with a minimum of three years experience in rendering personnel security adjudicative decisions.

Prerequisites: None

Course requirements: Regular attendance and participation in all sessions

Credit recommendation: Not applicable

ANALYZING CREDIT REPORTS

PS109.01

Covers the knowledge and skills necessary to read and interpret automated and manual credit reports and scope additional field leads, as necessary. Students learn through a series of lectures, instructor-led demonstrations, and hands-on practical exercises working cases in CCMS.

Media: Instructor-led

Length: 2 days

Target Audience: DSS employees only. If you attempt to register for this course and do not meet this criterion, your request will automatically be deleted. The course is directed toward entry-level DSS Case Analysts (GS-080 job series), but is open to all DSS Case Analysts on a space-available basis.

Prerequisites:

- Students must have a valid CCMS User Account (current ID and password).

PERSONNEL SECURITY COURSE REQUIREMENTS (CONTINUED)

- Completion of PS107.01, Case Analyst Orientation and PS108.01, Case Scoping and Opening, is recommended

Course requirements: Regular attendance and participation in scheduled sessions. Student must obtain a 75% grade average on course exams and performance exercises.

Credit recommendation: Not applicable

ANALYZING NACS

PS110.01

Provides the knowledge and skills necessary to analyze and close National Agency Check (NAC) leads. Students learn through a series of lectures, instructor-led demonstrations, and hands-on practical exercises working cases in CCMS.

Media: Instructor-led

Length: 3 days

Target Audience: DSS employees only. If you attempt to register for this course and do not meet this criterion, your request will automatically be deleted. The course is directed toward entry-level DSS Case Analysts (GS-080 job series), but is open to all DSS Case Analysts on a space-available basis.

Prerequisites:

- Students must have a valid CCMS User Account (current ID and password)
- Completion of PS107.01, Case Analyst Orientation, PS108.01, Case Scoping and Opening, and PS109.01, Analyzing Credit Reports, is recommended.

Course requirements: Regular attendance and participation in scheduled sessions. Student must obtain a 75% grade average on course exams and performance exercises.

Credit recommendation: Not applicable

BASIC SPECIAL AGENT

PS105.01

Provides the new DSS Special Agent with the skills and knowledge necessary to perform as an investigator. Course covers DSS operating procedures and business practices. The techniques of reviewing records, interviewing references and Subjects, and report writing are emphasized.

Media: Instructor-led

Length: 4 weeks

Target Audience: DSS employees only. If you attempt to register for this course and do not meet this criterion, your request will automatically be deleted. The course is directed toward entry-level DSS Investigators (GS-1810 job series).

Prerequisites: Completion of the Basic Special Agent Mentoring Program (PS 113.09) prior to attending this course.

Course requirements: Regular attendance and participation in scheduled sessions. Course includes comprehensive examinations and graded practical exercises. Student must earn a 75% grade average and complete assigned work to receive a course certificate.

Credit recommendation: Not applicable

BASIC SPECIAL AGENT MENTORING PROGRAM

PS113.09

Introduces a new DSS employee to the PSI Agent program.

Media: On-the-job, multi-media

Target audience: DSS employees only

Length: 8 weeks

Prerequisites: None

Course requirements: Successful completion of training modules.

Credit Recommendation: Not applicable.

PERSONNEL SECURITY COURSE REQUIREMENTS (CONTINUED)

CASE ANALYST ORIENTATION

PS107.01

Reviews the DOD Personnel Security Program, the Case Analyst's role at DSS, the role of the DSS Agent, the various types of personnel security investigations, the investigation process, the adjudication process, and DSS information systems (EPSQ, CCMS, and DCII).

Media: Instructor-led

Length: 3 days

Target Audience: DSS employees only. If you attempt to register for this course and do not meet this criterion, your request will automatically be deleted. The course is directed toward entry-level DSS Case Analysts (GS-080 job series).

Prerequisites: None

Course requirements: Regular attendance and participation in scheduled sessions. Student must obtain a 75% grade average on course exam.

Credit recommendation: Not applicable

CASE SCOPING AND OPENING

PS108.01

Provides the knowledge and skills necessary to scope/de-scope and open an SSBI, PR, NACLC and NAC. Students learn through a series of lectures, instructor-led demonstrations, and hands-on practical exercises working cases in CCMS.

Media: Instructor-led

Length: 2 weeks

Target Audience: DSS employees only. If you attempt to register for this course and do not meet this criterion, your request will automatically be deleted. The course is directed toward entry-level DSS Case Analysts (GS-080 job series), but is open to all DSS Case Analysts on a space-available basis.

Prerequisites:

- Students must have a valid CCMS User Account (current ID and password)

- Completion of PS107.01, Case Analyst Orientation, is recommended.

Course requirements: Regular attendance and participation in scheduled sessions. Student must obtain a 75% grade average on course exams and performance exercises.

Credit recommendation: Not applicable

DoD ADVANCED PERSONNEL SECURITY ADJUDICATIONS

PS301.01
(was 5220.12)

Course provides in-depth study of adjudication policy guidelines and the basis for and application of due process in unfavorable personnel security determinations. Emphasis on evaluating and resolving complex multiple and sensitive issue cases, and the actions, agencies and related requirements involved.

Target audience: Government civilian or military personnel, who adjudicate final personnel security clearances or access eligibility determinations for DoD component, SAP, or SCI programs. GS-11 level and above.

Also open to

- Adjudicators at the senior GS-9 level subject to approval of their CAF.
- Other DoD and non-DoD personnel on a space available basis.

Length: 1 week. See schedule for locations and dates.

Prerequisites:

- Completion of the 5220.11, DoD Personnel Security Adjudications Course or Basic Equivalency Testing within the last four years.
- Currently performing in an adjudicative or related position for the last 12 months; 6 months of the overall 12 months experience should follow the successful completion of the DoD Personnel Security Adjudication Course

Course Requirements: Student must earn a 75% grade average on the exams and performance exercises.

Credit recommendation: ACE recommends this course be equivalent to three semester hours in the lower-division baccalaureate/associate degree category for Personnel Security Adjudications.

PERSONNEL SECURITY COURSE REQUIREMENTS (CONTINUED)

DoD PERSONNEL SECURITY ADJUDICATIONS **PS101.01** (was 5220.11)

Covers the basis for a personnel security program including the history, laws, and regulations; personnel security investigations; security clearances; and sensitive positions. Addresses the role of adjudicator along with investigative, counterintelligence personnel, and law enforcement agencies in personnel security. Reviews the process for making personnel security determinations, policy guidelines and their application in given cases. Explains how to identify basic issues requiring further investigation or determination, and the actions involved in unfavorable determinations. Contains extensive exercises in identifying and resolving personnel security issues.

Media: Instructor-led

Target audience: U.S. government civilian, military personnel who adjudicate personnel security clearances or make eligibility determinations for a DoD component, SAP, or SCI program. Course is directed toward adjudicators at the GS-5/7 level. Also open to other DoD and non-DoD personnel on a space available basis.

- Nominations for attendance must be made through and approved by the head of the student's Component central adjudication facility or designee.
- Nominations for SCI and SAP adjudicators can be made directly through the head of the student's Component level authority or designee as arranged by prior agreement with DSS Academy.
- Nominations for non-DoD personnel are made directly to DSS Academy.

Length: 2 weeks.

Prerequisites: Completion of DoD Personnel Security Adjudications Independent Study (PS 001.08) [was DS 11022] course. Available through Defense Security Service Academy: Send us a letter to include your name, title, SSN, brief job description, and office phone number; or mail us a DD Form 1556. or more information on course content: Call the Defense Security Academy Registrar, 410-865-2295 (DSN: 283-8295) or 410-865-2732 (DSN: 283-8732).

Requirements: Student must earn a 75% grade average on the exams and performance exercises.

Credit recommendation: ACE recommends this course be equivalent to three semester hours in the lower-division baccalaureate/associate degree category for Personnel Security Adjudications.

DOD PERSONNEL SECURITY **PS001.08** ADJUDICATIONS INDEPENDENT STUDY [was DS 1102]

This course is designed to provide basic knowledge of the DOD Personnel Security Program's major features and an introduction to several key areas presented in the resident DOD Personnel Security Adjudications course. Students nominated to attend the resident course must first successfully complete this course. This course also requires a proctor. A proctor will receive the course material with instructions; administer the test and send results back to us. The proctor should be someone at your agency who has completed this course or who has no need to take the course in the near future.

Media: Independent study in hard copy (electronically available FY02)

Length: 50 hours

Target audience: DoD security personnel.

Prerequisites: None

Course requirements: Passing grade (70%) on exam at end of course to receive a written certificate of successful completion

Credit recommendations: Not Applicable

ISSUE ANALYSIS **PS112.01**

Provides the knowledge and skills necessary to analyze, manage, and close cases containing one or more suitability issues. All 13 suitability factors will be covered. Students will learn through a series of lectures, instructor-led demonstrations, and hands-on practical exercises.

Media: Instructor-led

PERSONNEL SECURITY COURSE REQUIREMENTS (CONTINUED)

Length: 2 weeks

Target Audience: DSS employees only. If you attempt to register for this course and do not meet this criterion, your request will automatically be deleted. The course is directed toward entry-level DSS Case Analysts (GS-080 job series) with approximately 6 months experience in opening and managing relatively "clean" cases. The course is also open to all DSS Case Analysts on a space-available basis.

Prerequisites:

- Students must have a valid CCMS User Account (current ID and password).
- Completion of PS107.01, Case Analyst Orientation; PS108.01, Case Scoping and Opening; PS109, Analyzing Credit Reports; PS110, Analyzing NACs and PS111.01, is recommended.

Course requirements: Regular attendance and participation in scheduled sessions. Student must obtain a 75% grade average on course exams and performance exercises.

Credit recommendation: Not applicable

MISSION: ADJUDICATION

JA551.05

Mission: Adjudication is a CBT CD that is a training tool to give new adjudicators the basics they need to start working cases. It also can be used as a review tool to give those who have been adjudicating for some time the opportunity to refresh their understanding of the basics. It is designed for Access Adjudicators, but is also useful for Position of Trust Adjudicators.

Media: Computer-based.

Target Audience: DoD security personnel.

Length: 3 hours.

Prerequisites: None.

Course Requirements: Pentium 200 or better, 64 MB of RAM, 16-bit

color, CD ROM drive 8x or higher. Sound card and speakers/headphones helpful.

Credit Recommendation: Not applicable.

PERSONNEL SECURITY ELECTRONIC PERFORMANCE SUPPORT SYSTEM

JA552.05

The Personnel Security Electronic Performance Support System (PERSEPS) is an electronic tool designed to assist the DOD security professional in performing various security management tasks such as processing security requests, preparing requests for personnel security investigations, processing interim security clearances, evaluating security-significant information and suspending access.

Media: Computer-based training (CBT)

Target Audience: DoD civilian, military and contractor security professionals involved in the administration of the DOD Personnel Security Program

Program. Length: 4 hours.

Prerequisites: None

Course Requirements: Not applicable

Credit Recommendation: Not applicable

PERSONNEL SECURITY MANAGEMENT

PS103.01
(was 5220.18)

This course addresses the management practices and procedures required administering the Personnel Security Program (PSP) at the base/installation level. Course covers types of personnel security investigations and agencies; PSP administrative procedures; preparing and submitting investigation requests; using the DOD personnel security adjudication guidelines; evaluating PSP information; operating the continuous evaluation program; sources of information; granting interim security clearances; temporarily suspending access; denying or revoking security clearances

Target Audience: DOD civilian, military and contractor personnel who perform, administer, or manage all parts of the DOD Personnel Security Program

PERSONNEL SECURITY COURSE REQUIREMENTS (CONTINUED)

Also open to the following: Non-DoD agencies are encouraged to apply since elements and concepts contained in the course apply to other federal personnel security programs. However, attendance by personnel from non-DoD agencies is on a space available basis.

Length: 3 days. Also available via mobile training upon request.

Prerequisites:

- It is desirable that attendees have a basic working knowledge of the personnel security program

Course requirements: One written exam. Student must obtain 74% of the available points to pass the exam.

Credit recommendation: ACE has recommended that completion of this course be equivalent to two semester hours in Security Management in the vocational certificate degree category.

PERSONNEL SECURITY PRESCREENING INTERVIEWS

PS102.01
(was 5220.15)

Lessons address the purpose of the interview; how to prepare for the interview; the procedures for controlling and conducting interviews; appropriate and inappropriate areas of questioning; interviewing tools such as effective listening; and how to identify, follow-up, and resolve issues raised by the interview. Extensive use of practical exercises. Some homework and problem-solving assignments.

Target audience: Department of Defense civilian or military personnel engaged in personnel security management at the installation level. Also open to personnel from other federal agencies, who are eligible to attend on a space available basis.

Length: 2.5 days.

Prerequisites: None

Course requirements: Regular attendance and participation in all sessions.

Credit recommendations: Not Applicable

PIC ANALYST MENTORING PROGRAM

PS115.09

Introduces a new DSS employee to the PSI Agent Program

Media: On the job, multimedia

Target Audience: DSS employees only

Length: 8 weeks

Prerequisites: None

Course Requirements: A new DSS analyst will complete this program prior to attending the resident course.

Credit Recommendation: Not applicable

RESERVE AGENT MENTORING PROGRAM

PS114.09

Introduces a new military Reservist to the duties of a DSS Investigator to the PSI Agent program.

Media: On-the-job, multi-media

Target Audience: Military Reservist.

Length: 1 week

Prerequisites: None

Course Requirements: A military Reservists will complete this program prior to attending the Reserve Agent Orientation.

Credit Recommendation: Not applicable.

RESERVE AGENT ORIENTATION

PS104.01

Outlines DSS standard operating procedures and practices necessary to perform as a DSS Special Agent. The techniques of reviewing records, interviewing references and Subjects, and report writing are emphasized along with familiarization and use of the DSS Personnel Security Manual and related regulations.

Media: Instructor-led

Length: 1 week

Target Audience: Military Reservists assigned to DSS who are performing as investigators. If you attempt to register for this course

PERSONNEL SECURITY COURSE REQUIREMENTS (CONTINUED)

and do not meet this criterion, your request will automatically be deleted.

Prerequisites: Attendees should have prior investigative or law enforcement experience. Completion of the DSS Reserve Agent Mentoring Program is recommended.

Course requirements: Regular attendance and participation in all sessions

Credit recommendation: Not applicable

REVIEWING ROIs

PS111.01

Covers the purpose of various Reports of Investigations (ROIs), as well as the knowledge and skills necessary to evaluate the results and determine if further investigation is required. Students will learn through a series of lectures, instructor-led demonstrations, and hands-on practical exercises.

Media: Instructor-led

Length: 1 week

Target Audience: DSS employees only. If you attempt to register for this course and do not meet this criterion, your request will automatically be deleted. The course is directed toward entry-level DSS Case Analysts (GS-080 job series), but is open to all DSS Case Analysts on a space-available basis.

Prerequisites:

- Students must have a valid CCMS User Account (current ID and password).
- Completion of PS107.01, Case Analyst Orientation; PS108.01, Case Scoping and Opening; PS109.01, Analyzing Credit Reports; and PS110, Analyzing NACs is recommended.

Course requirements: Regular attendance and participation in scheduled sessions. Student must obtain a 75% grade average on course exams and performance exercises.

Credit recommendation: Not applicable

SPECIAL AGENT OVERSEAS

PS106.01 (was 5220.16)

This field extension course is designed to train DoD agency investigators in policies and procedures of DoD personnel security investigations (PSIs) they need to complete their PSI mission overseas. Techniques of reviewing records, interviewing references and Subjects, and report writing are emphasized along with familiarization and use of the DSS Personnel Security Investigations Manual and related regulations. Course can be modified to include one or two topics of particular interest to a particular group or area.

Target audience: Military and civilian personnel involved with the DoD Personnel Security Investigations Program within a command or organization overseas.

Length: 1 week

Prerequisites: None

Course requirements: Regular attendance and participation in all sessions.

Credit recommendations: Not Applicable

SPECIAL ACCESS PROGRAM COURSE REQUIREMENTS

SECURITY FOR SPECIAL PROGRAMS

SA101.01
(was 5220.14)

Builds a strong security foundation for personnel involved with special program security management. It introduces students to the DoD policy guidance and decision-making factors applicable in most acquisition-based special access programs (SAP). Lessons outline the SAP lifecycle phases of exploration, establishment, maintenance, and dis-establishment. Orientation to the DoD budget process, systems acquisition management, and contracting enhances the student's ability to forecast and adjust security countermeasures with the SAP's lifecycle and changing threat. Students are asked to prepare all formal reports and documents required by DoD regulations including portions of security plans, SAP annual reports, and dis-establishment certificates.

Media: Instructor-led

Length: 2 weeks. For schedule information, contact the component's Special Access Program Central Coordinating Office.

Target audience: *By invitation only.* Civilian and military personnel assigned security management duties for an approved special access program and contractor security personnel supporting a bona-fide SAP contract. Also open to individuals assigned to support special access programs through an oversight office or agency, or at a major command/activity.

Number of student per class: 30

Prerequisites: SECRET clearance

- Knowledge of basic security policies, principles, and practices as demonstrated by formal attendance at a security specialist course or comparable experience.
- Familiarity with terms used in the DoD budget process, material systems management, and contracting.

Course requirements:

- Comprehensive examination of 100 questions; each question is weighted equally. 75% is passing.
- Graded exercises are pass/fail.

- Each student will develop and present a solution to one of several comprehensive exercises.
- Up to two hours of homework per evening.

Credit recommendation: ACE has recommended this course be equivalent to three semester hours for Special Access Programs in the lower-division baccalaureate/associate degree category

SPECIAL ACCESS PROGRAM ORIENTATION

SA102.01
(was 5220.21)

Based on the requirements of DoD O-5205-7 and DoD 5200.1-R, this seminar provides tailored on-site training for organizations working in support of DoD special access programs (SAP). It describes the SAP environment and discusses the interaction among the executive, legislative, and judicial branches of government in establishing SAP policy. The roles and responsibilities of oversight and support offices and agencies, and mandatory SAP requirements are reviewed. An orientation of the defense acquisition process enables the students to contrast the security considerations required during the SAP and acquisition lifecycles. Lessons address the annual review process, inspections and audits, the intelligence and technological threats, the disestablishment or transition process, and lessons learned.

Media: Instructor-led

Length and Location: 2 - 3 days. Because the course is tailored to the individual Government or contractor customer's requirements, there is no schedule for this course. It is presented at a location determined by the host.

Target audience: *By invitation only.* Government and industry personnel assigned (or to be assigned) to an approved special access program. Attendees are selected by the sponsoring organization.

SPECIAL ACCESS PROGRAM COURSE REQUIREMENTS (CONTINUE)

Number of students per class: The seminar is fully exportable with a maximum enrollment of 40 students.

Prerequisite: SECRET clearance

Course requirements: Students will monitor their own progress through self-tests provided in seminar handout material.

Credit recommendations: Not Applicable. .

Note: Host is responsible for funding all travel and per diem cost for two instructors and having a classroom facility with a VCR and a large screen monitor, computer generated projection system with screen and a paper pad easel with paper. DSSA will furnish all seminar materials.

Special Programs Security for Industry

**SA103.01
(was 5220.28)**

This course describes the security fundamentals required to support Compartmented programs - both Sensitive Compartmented Information (SCI) and Special Access Programs (SAP) from the pre-Request for Proposal (RFP) stages through clearance and access requirements. It introduces the concepts, policies, practices, and skills applicable to the security requirements for most Compartmented programs. Students use the appropriate Executive Orders, DCI Directives, NISPOM, NISPOMSUP, and other directives and guidance to develop Compartmented security programs. Through a culmination of exercises, students develop a complete Standard Operating Procedure beginning with the security planning process at the RFP phase and ending with program completion. A variety of learning strategies are used to aid students in achieving lesson objectives including table top exercises, quizzes, and outside reading assignments.

Media: Instructor-led

Length and Location: 1 week. Held at various sites. Organizations with secure facilities that wish to host the course should contact the POC identified below.

Target audience: *By invitation only.* Contractor security personnel who have from one to three years contract program security experience and government employees working with Compartmented programs.

Prerequisites: SECRET clearance

- Student must be assigned to, working in, or a prospective assignee to a SAP or SCI program.
- Student will complete pre-course study material and a test to determine their level of knowledge of Compartmented programs.

Course requirements: Regular attendance and participation in all sessions.

Credit recommendations: Not Applicable.

PDF Help Instructions

The pdf bookmarks are set up to expand and collapse. To view book marks within a particular section, use your mouse to click on the plus sign to the left of the section, to close the list use your mouse to click on the minus sign to the left of the listing.

To implement a search for a word or combination of words, go to edit, find and insert your searching text. If you wish to continue to search press the find again button on the edit menu button.

Within the General Information Section, the Listing by Discipline and Catalog ID pages allows user to click on the Catalog ID number which will take the user to the Course description for that course.

Within the the Course Description section, users can click on the course title which will take them to the course requirements for that course.

Within the Course Requirements section, user can click on the title of the course requirement which will link them back to the course description for that course.